
CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

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SMALL CELL FACILITY – SUBMITTAL REQUIREMENTS

PURPOSE

Small Cell facilities are part of the wireless communication network and typically feature equipment and antennas that are smaller and more densely sited than traditional wireless communication facilities (i.e. cell towers). Small cell facilities must be less than 50 feet tall and are typically “shrouded” or enclosed to minimize visual appearance. Small cell facilities may be located on either existing or new utility poles, including light poles. Small cell facilities are approved administratively with public notification. Installation of a small cell facility may also require additional permit approvals, including but not limited to a right-of-way use permit and electrical permit.

SUBMITTAL REQUIREMENTS

All Applications and materials for projects shall be submitted electronically through the FTP website and shall be the forms provided by the Community Planning & Development. An application and materials shall contain all information required by the applicable development regulations, and shall include the following information:

1. **Development Application Sheet.** Application form must be fully filled out and signed.
2. **Project Narrative.** The project narrative should describe the proposed development, including any anticipated future phases, and briefly describe how the project complies with applicable design standard criteria.
3. **Development Plan Set.** Please refer to the Land Use Application- Plan Set Guide in preparing plans.
4. **Fees.** Payment of required fees. Please see current fee schedule for fee amounts.

The following materials may be required if any of the issues below apply to the site:

5. **A current approved lease.** If the wireless facility is on property leased from the City, work with the Mercer Island City Attorney’s office to obtain a copy of the lease. If the facility is not City property, provide evidence of permission to use property from the owner or entity.
6. **Battery information.** Please provide Battery Electrolyte Capacity and information related to meeting IFC 608.1 compliance thresholds. Include information on battery type (e.g. lead-acid nickel cadmium, valve-regulated lead-acid, lithium-ion and or lithium metal polymer) and volume of material (i.e. total gallons of each specific product)